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SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 32-2001**

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Civil Engineering



**FIRE PREVENTION PRACTICES AND FIRE
PROTECTION ENGINEERING STANDARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*. The direction contained establishes and assigns fire prevention and fire protection engineering standards, policies, procedures, and responsibilities on the United States Air Force Academy (USAFA). It provides guidance to assist commanders in protecting property and personnel under their control. This instruction applies to all personnel and activities occupying or utilizing property on USAFA and off-base sites, including tenant units, vendors, concessionaires, contractors, and their employees. Should any existing contract requirement or statement of work conflict with guidance contained in this instruction, a request to modify that provision to comply with this instruction shall be forwarded to the Contracting Officer for inclusion in the next modification accomplished on the contract. This publication does apply to the US Air Force Reserve, Air National Guard, and Civil Air Patrol. Refer recommended changes and conflicts between this and other publications to 10 CES/CEF, 6202 Pine Drive Suite 100 USAF Academy, Colorado 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include updating facility manager responsibilities and consolidating requirements.

1. Objective. The objective of the fire prevention program is to reduce or eliminate the potential for fires, thereby reducing loss of life, injury and property damage if a fire occurs. Achievement of this objective requires commander's support at all levels and the active participation of all personnel. Sound fire prevention practices help provide a safe environment for our personnel to live and work.

2. Responsibilities:

2.1. 10TH AIR BASE WING COMMANDER (10 abw/CC): The 10 ABW/CC exercises primary responsibility through the Base Civil Engineer. The 10 ABW/CC will be notified when a hazard creating an imminently dangerous situation cannot be resolved by concerned parties to determine if it should be eliminated, an operation should be discontinued, or implementation of interim controls will be necessary to reduce the risk posed by the situation.

2.2. UNIT COMMANDERS: Unit Commanders/Directors are responsible for overall fire safety within their unit. Unit Commanders/Directors will:

2.2.1. Develop a fire safety program based on the identified risk in their facilities and operations. Formal fire inspections and risk analyzes are provided by the Fire Prevention Office (10 CES/CEF).

2.2.2. Ensure all facility managers receive training on procedures and processes to complete their duties.

2.2.3. Initiate appropriate administrative or disciplinary action against personnel who willfully damage or tamper with fire protection systems and devices, initiate false reports, or fail to comply with the fire prevention policies or practices through misconduct, disregard for fire directives, or negligence.

2.3. EMPLOYEE SUPERVISORS: Employee supervisors at all levels are responsible for fire safety in their work areas and operations. Training requirements are outlined in Air Force Instruction 91-203, Chapter 6, *Air Force Consolidated Occupational Safety Instruction*. Fire Prevention personnel are available to assist in developing and customizing this training. Training is required annually.

2.4. FACILITY MANAGERS: Each facility manager is responsible to the unit commander for the condition of all facilities under their authority. Facility managers or alternates will:

2.4.1. Develop fire prevention procedures appropriate for their facility. Fire Prevention personnel are available to assist.

2.4.2. Conduct periodic fire prevention inspections of assigned facilities and initiate corrective action on fire hazards or deficiencies found during the inspection.

2.4.3. Ensure all fire extinguishers, exit lights, and emergency lights are inspected on a monthly basis to ensure proper operating condition. Emergency lights and exit lights

shall be tested for no less than 30 seconds once a month. Discrepancies involving fire extinguishers should be referred to the fire extinguisher maintenance section at 333-2902.

2.4.4. Ensure exit doors in facilities are unobstructed and unlocked at all times while the facility is occupied. Draperies, decorations, or placards must not block exit signs or doors.

2.4.5. Ensure exits, entryways, fire hydrants and fire department connections are kept free of snow and ice accumulation.

2.4.6. Ensure no locks, padlocks, hasp, bars, chains, or other devices are installed on any door used to exit an area or facility.

2.4.7. Ensure fire rated doors are kept closed at all times, with the exception of those equipped with magnetic releases. *Doorstops or other non-approved devices will not be installed on fire rated doors.*

2.4.8. Ensure fire evacuation drills are conducted at least annually. Occupancies that require more frequent drills are listed in Table 2.1.

Table 2.1. Fire Evacuation and Relocation Drill Schedules.

Occupancy	Frequency	Notes
Educational	Monthly while in session	May be deferred due to severe or inclement weather
Health Care	Quarterly for each shift	To familiarize facility personnel only – evacuation not required
Day Care Centers	Monthly while in session	May be deferred due to severe or inclement weather – not less than four shall be conducted before drills are deferred

3. Fire and Emergency Reporting Methods and Procedures:

3.1. EMERGENCY REPORTING: When a fire is discovered, the first and primary objective is to implement the emergency action plan for the facility or area. This plan should include evacuation procedures, instruction on activating the fire alarm system and directions to call 911. All fires and emergency incidents must be reported by calling 911, even if the fire has been extinguished. If a fire alarm is activated in a building, occupants should still call 911 after evacuating the facility to provide additional information. When reporting an emergency, include as much information as possible, including the facility address or building number, nature of the emergency, your name and telephone number.

3.2. FALSE ALARMS: If the alarm activation is known to be an accident, please call 911 immediately to cancel the emergency response.

4. General Fire Prevention Practices:

4.1. **EXTENSION CORDS:** Extension cords shall not be used as a substitute for permanent wiring. They cannot be attached to structures, run through doors, doorways, windows, holes in walls, ceilings, under carpet, etc. Extension cords will be in serviceable condition and approved by a recognized testing agency or laboratory. Only three wire cords may be used; frayed, deteriorated, spliced, or otherwise degraded cords will not be used. Multi-outlet assemblies must have a built-in surge protector. The use of surge protectors and/or extension cords, in combination, is prohibited.

4.2. **MECHANICAL ROOMS:** Mechanical rooms, including communication rooms, shall not be used to store items other than those necessary for the function of installed equipment.

4.3. **COMBUSTIBLE AND FLAMMABLE LIQUIDS:** All combustible or flammable liquids will be stored in approved flammable storage cabinets or lockers unless the facility is specifically designed for flammable liquids storage.

4.4. **WELDING, CUTTING, AND BRAZING.** Welding, cutting, or brazing will not be accomplished until a valid AF Form 592, *USAF Hot Work Permit*, has been issued by the Fire Department. Permits are not required for authorized welding shops.

4.5. **OPEN FLAME OR FIRES:** No open fires, other than campfires in an approved area, are permitted unless approved by the Fire Department. The use of charcoal or propane fueled BBQ grills, chimeneas or fire pits are allowed on the Academy and during all events hosted at the Falcon Football Stadium parking lots. These cooking and/or warming fires must be attended while in use. Unattended fires will be extinguished.

4.6. **SPACE HEATERS:** Only Underwriters Laboratory (UL) listed space heaters equipped with automatic shut-off devices that will shut off the heater if it tips over are authorized. There must be at least 36 inches of clearance from combustibles such as drapes, trashcans, or furniture. Space heaters must be plugged directly into a wall receptacle; they may not be plugged into multiple outlet strips or an extension cord.

4.7. **GENERAL STORAGE PRACTICES:** Storage of items must provide a minimum of 18 inches clearance between ceilings, and any fire detection devices or appliances, and fire sprinkler heads. Users must maintain a minimum of 3 feet clearance in front of and to the sides of electrical circuit panels.

4.8. **CANDLES AND OTHER TYPES OF FLAME-PRODUCING DEVICES:** The use of open-flame devices such as candles, liquid or solid fuel burners, incense, etc., must be approved by the Fire Chief.

4.9. **FIREWORKS:** Personal fireworks are prohibited on the Air Force Academy.

4.10. **COOKING IN AIR FORCE FACILITIES:** Cooking is prohibited in all buildings except those areas specifically designated for kitchen use. Cooking appliances will not be left unattended when in use. Lids should be readily available for the control of grease fires when cooking. Do not attempt to remove a burning pan from the stove. Place a lid on the pan; turn off the heat, then call 911. Turkey fryers or similar open flame cooking appliances shall not be operated indoors, on combustible decking, or within 25 feet of any structure. A fire extinguisher must be present when using a turkey fryer or similar open flame cooking appliance.

5. Decorations and Arrangements for Special Events and Gatherings:

5.1. NOTIFICATION OF SPECIAL EVENTS: The Fire Prevention office (333-2051) must be notified prior to all special events held in base facilities where the occupant load may be exceeded.

5.2. DECORATIONS AND FURNISHINGS: Decorations, curtains, drapes, etc., must not obstruct installed fire protection devices, hang from installed fire protection devices, block egress routes or exits, or interfere with the normal function of exits.

5.2.1. Holiday tree lighting and wiring must bear the UL seal of approval and be in good condition. Holiday lighting should not be left plugged in when the facility is unoccupied. Outdoor lighting and extension cords used for that purpose will be weatherproof and will be specifically designed for use outdoors.

5.2.2. Live holiday trees are prohibited in the following types of occupancies: dormitories, public assembly, hospitals, and schools. In other occupancies, trees shall not obstruct egress to exits and must be kept away from sources of heat.

5.3. OCCUPANT LOAD: The fire prevention office will provide maximum occupant load information for any facility or area, upon request. It is the facility manager's responsibility to ensure the posted occupant load is not exceeded. An exception to the occupant load can be approved by the Fire Chief in accordance with the Life Safety Code.

6. COMMERCIAL KITCHENS:

6.1. Food preparation or cooking that emits grease-laden vapors shall be protected with a hood and duct system that is equipped with an installed fire-suppression system. The duct system will vent to the outside of the facility.

6.2. Openings in hoods leading to the duct will be protected with filters that fit tightly. Cooking shall not be accomplished when these filters are not in place, or if the filters are not properly secured.

6.3. Kitchen ranges, hoods, filters, and surrounding area below the filters shall be cleaned at least daily or more often as needed by the employees.

6.4. Cooking appliances must be completely aligned under hoods at all times while in operation.

6.5. Thermostats on deep fat fryers will be tested at least annually. Tags or other appropriate documentation indicating the test results shall be maintained for each appliance tested.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-20, *Fire Emergency Services*, 21 June 2012

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFMAN33-363, *Management of Records*, 1 March 2008

NFPA Codes and Standards

Adopted Forms

AF Form 592, *USAF Hot Work Permit*

AF Form 847, *Recommendation for Change of Publication*